

What is claimed is:

Sub A.

A computer-implemented method for managing personal documents, comprising:

loading a document into storage, said document having a category;

determining the document category;

receiving at least one processing rule, wherein the rule is associated with the document category; and

processing the document according to the processing rule.

2. The computer-implemented method of claim 1, wherein the processing rule includes retention criteria for determining how long to save the document.

3. A computer system having a processor, a display and memory, the memory including an operating environment, and a computer-readable medium having computer-executable instructions for performing a method of managing personal documents, comprising:

computer-executable instructions for loading a document into storage, said document having a category;

computer-executable instructions for determining the document category;

computer-executable instructions for receiving at least one processing rule, wherein the at least one rule is associated with the document category; and

computer-executable instructions for processing the document according to the processing rule.

4. The computer system of claim 3, wherein the processing rule includes retention criteria for determining how long to save the document.

5. A computer program product having a computer-readable medium holding computer-executable instructions for performing a method for managing personal documents, the method comprising:

loading a document into storage, said document having a category;

determining the document category;

receiving at least one processing rule, wherein the rule is associated with the document category; and

processing the document according to the processing rule.

6. The computer program product of claim 5, wherein the processing rule includes retention criteria for determining how long to save the document.

7. A method for transferring a computer program product from one or more first computers to a second computer connected to the one or more first computers through a communications medium, comprising:

(a) accessing, on the one or more first computers, computer-executable instructions, which when executed by a computer, perform the steps of:

(1) loading a document into storage, said document having a category;

(2) receiving at least one processing rule, wherein the rule is associated with the document category; and

(3) processing the document according to the processing rule; and

(b) transferring the computer-executable instructions from the one or more first computers to the second computer through the communications medium.

8. The method of claim 7, wherein the processing rule includes retention criteria for determining how long to save the document.